

# Polk State College Procedure

| Subject                                  | Reference  | Date    | Number |
|--|--|---------|--------|
| Accommodation of Disabilities-Employment | 1000.05, F.S.<br>6A-19.01, F.A.C.<br>1001.64, F.S.<br>DBOT Rules 3.01 & 3.12 | 12/4/18 | 6078   |

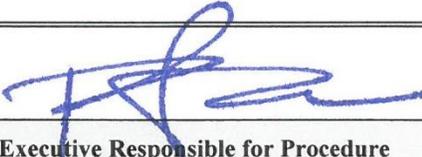
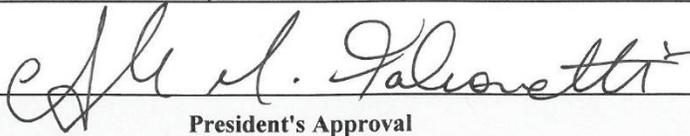
## PURPOSE

1. Polk State College seeks to provide job applicants and employees with disabilities equal access/equal opportunity to College programs, activities, and employment. The College will provide reasonable accommodations, upon request, under the terms of the Americans with Disabilities Act or Section 504 of The Rehabilitation Act of 1973, unless doing so poses an undue hardship on the College. Under the ADA and Section 504, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities (walking, breathing, seeing, hearing, sitting, learning, speaking, or taking care of oneself). This definition includes, but is not limited to:
  - A. Persons with mobility impairments
  - B. Persons with learning disabilities
  - C. Persons who are deaf or hearing impaired
  - D. Persons who are blind or visually impaired
  - E. Persons with psychological disorders
  - F. Persons with one or many serious contagious and non-contagious diseases, including AIDS, epilepsy, cancer, and tuberculosis.
2. The Director, Disability Services; Director, Human Resources; and Director, Facilities are jointly responsible for implementation of this procedure for job applicants and employees. The responsible College officials should strive to expedite the process whenever possible.
  - A. Applicants should contact the Human Resource Department for assistance during the hiring process.
  - B. Qualified employees needing accommodation to perform the essential functions of their position should speak with the Director, Human Resources.
3. The accommodation process must be interactive to be effective. The person applying for the accommodation will be asked to present a written request for accommodation, including proof of the disability (if it is not apparent), and ideas for workable accommodations. The College official may also suggest other options for accommodation.
  - Because the College official must fully understand both the nature and extent of the disability to be accommodated, the College official may request further disability-related information

from the person's healthcare provider, or another physician at the College's expense. The College official may also consult with the responsible vice president, dean, supervisor, affected faculty or staff, and/or outside agencies with accommodation expertise, as appropriate. Through discussion, the College official will try to work out a mutually acceptable accommodation that does not pose an undue hardship on the College.

4. Once the need for accommodation and the various options have been evaluated, the College official will present her/his choice of the available effective, reasonable accommodation(s) to the person with a disability, or a written explanation as to why all the available options place an undue burden on the College.
  - A. If the person with a disability accepts the offered accommodation, the responsible College official will implement it as soon as possible.
  - B. If the offered accommodation is refused, the process is ended after the applicant for accommodation is informed and given a chance to respond.
  - C. If accommodations are not available that are reasonable and do not impose an undue burden on the College, the process is ended after the applicant for accommodation is informed and given a chance to respond.
5. If all proposed accommodations are equal, the College official will implement the option(s) suggested by the person with the disability. However, nothing in this procedure or applicable law prevents the College from offering an accommodation of its choosing, if it is effective and offers significant savings in cost or ease of implementation.
6. Employees and applicants who feel they have been denied accommodation unfairly may use the College's Employee Grievance Procedure 6013 to seek relief.

**History:** Adopted: 6/22/04  
 Revised: 8/4/10; 1/2/18; and 12/4/18

|  |         |  |         |
|--|---------|--|---------|
|   | 12/4/12 |  | 12/4/12 |
| Executive Responsible for Procedure  | Date    | President's Staff Member's Approval  | Date    |
|  |         |  | 12/5/18 |
| President's Approval   |         |  | Date    |